

| Agenda Item | cover sheet

for consideration by the Apex Town Council

Item Type: CONSENT AGENDA

Meeting Date: August 11, 2026

Item Details

Presenter(s): Jonathan Jacobs, P.E., Director

Department(s): Water Resources

Requested Motion

Motion to approve a Master Services Agreement (MSA) between Charles R. Underwood, Inc. and Town of Apex, effective through June 30, 2029, for on-call emergency pump station component upgrades, installations, repairs, and related services for the Town's Water Resources Department, and to authorize the Town Manager, or their designee, to execute the agreement on behalf of the Town.

Approval Recommended?

Yes

Item Details

The Water Resources Department is requesting approval of a Master Services Agreement with Charles R. Underwood, Inc. to provide pump station component upgrades, installations, repairs, maintenance, and related services for the Town's water and sewer utility infrastructure. The agreement establishes the contractual terms and conditions under which the contractor may perform services on an as-needed basis through June 30, 2029.

Under the agreement, individual projects will be authorized through separate scopes of work, quotes, and purchase orders. Each scope of work must receive written authorization from the Town prior to the commencement of services, and no individual project issued under this agreement may exceed \$30,000. The agreement is non-exclusive and does not obligate the Town to utilize the contractor for any minimum amount of work.

Approval of this agreement provides the Town with a qualified contractor to perform specialized pump station maintenance and repair services as operational needs arise, allowing the Water Resources Department to respond efficiently to maintenance requirements while utilizing established contract terms. Funding for services performed under this agreement will be provided through approved departmental operating or capital project budgets as individual purchase orders are issued.

NCDEQ Collection System Permit (WQCS00064).

Attachments

- CN5-A1: Master Services Agreement Contract Multi-Year - Charles R. Underwood, Inc.
- CN5-A2: Charles R. Underwood, Inc Rate Schedule 2026

